

Indianapolis World Sports Park & Banquet Hall - 2015 Rates and Policies

Payment

- ◆ 50% of the total contract amount is required for the smaller rooms and \$200 for the larger rooms to reserve the facility for your event.
- ◆ Balance is due 14 days prior to your event.
- ◆ If reservation is made less than 14 days before the event, 100% of payment is due at booking.

Refund Policy

- ◆ No refund on rental time booked and not used.
- ◆ Cancellation 60 or more days prior to event: Full refund minus a \$20 cancellation fee.
- ◆ Cancellation less than 60 days prior to event: **No Refund.**

*Please give refunds 4-6 weeks to be processed.

Reservation Hours

- ◆ 7am to 8pm
Monday-Thursday
- ◆ 7am to 12:00am
Friday, Saturday
- ◆ 11am to 8pm Sunday

Fees and Charges

Banquet Hall

Facility	Weekday (Mon-Fri 7a- 5p)	Weekend (Fri 5p-Sun 8p)
Community Room	\$25.00 hr	\$50.00 hr
Fireplace Room	\$40.00 hr	\$80.00 hr
Ballroom	\$100.00 hr	\$200.00 hr
*1 time food charge	\$60.00	\$60.00
Dining Room	\$100.00 hr	\$200.00 hr
*1 time food charge	\$60.00	\$60.00

****Rental time includes set-up/decorating time, the event, and clean up/tear down time.***

You will not be allowed in your room prior to your rental time. Rooms must be vacated and cleaned by the end of your rental time.

*****All rentals consist of a 3 hour minimum time frame.***

******For every 6 hours of rental time you receive two additional hours for free totaling 8 rental hours.***

*******Weekend rates apply for all holidays.***

A 15% discount will be applied to multiple room rentals.



Tables and Chairs

- ◆ Tables and chairs are included with your reservation. You must provide your own table coverings and decorations.
- ◆ We offer 8' long banquet tables and 5' round tables available on a first come, first served basis.

*For the comfort and safety of ALL our clients, please ask your guests to stay within the rental area. Children should be supervised at all times and are not allowed to play in other rooms or in the halls.

Deliveries

- ◆ Any deliveries to the facility (such as floral, party supplies, equipment, cakes, and entertainment) must be scheduled within your reserved time.

Food

- ◆ There is a one time \$60 food fee for an event in the Dining Room or Ballroom. You are welcome to self cater or use a professional caterer for any room.

DJs, Bands, Musicians

- ◆ No profanity or sexually explicit lyrics.
- ◆ Volume should not be heard outside of event space with doors closed.

Responsible Representative

- ◆ Person signing the contract is responsible for any damage to the facility and its grounds.
- ◆ Representative is responsible for behavior and control of guests. All guests must abide by Park Rules.
- ◆ Representative must be the last to leave in order to complete inspection of the facility with staff.

Alcohol Policy

- ◆ By state law, hard liquor must be provided & served by a licensed caterer.
- ◆ Clients may purchase a temporary Beer/Wine permit & a bartenders permit to serve beer and/or wine. Application on site to be turned into the Excise Police.

Event Policies and Decorations

- ◆ No confetti, glitter, sprinkles, or sand may be used inside or outside.
- ◆ Tablecloths are required on all tables during event.
- ◆ All candles must be enclosed, unless on a birthday cake.
- ◆ Nothing can be attached to the ceiling in any room.
- ◆ All helium balloons must be tied/weighted down and removed from the building during clean up time.
- ◆ The time you reserve a space for is the time you have to set up, host the event and tear down.
- ◆ All decorations must be removed at the conclusion of the event.
The room is to be empty at end of rental the rental time.
- ◆ Clean-up and a final walk-through must be completed by the end of the rental period.

Indianapolis World Sports
Park and Banquet Hall

1313 S. Post Rd.

Indianapolis, IN 46239

